UNITED
NATIONS

ST

Secretariat

ST/IC/1991/46
8 August 1991

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for General Services

Subject: FIRST DAY OF ISSUE
"BANNING OF CHEMICAL WEAPONS" STAMPS AND DEFINITIVE STAMPS

1. The United Nations Postal Administration (UNPA) will issue the fourth set of commemorative stamps for 1991 on Wednesday, 11 September 1991. The set of six stamps, illustrated below, champions the United Nations efforts to eliminate completely chemical weapons. The late Oscar Asboth, Austria, designed the 30c, F.s. 0,80 and S 5 stamps; Michel Granger, France, designed the 90c, F.s. 1,40 and S 10 stamps. The stamps were printed in sheets of 50 by Heraclio Fournier, S.A., Spain, using an offset lithography process. It should be recalled that this set of stamps had been scheduled for release on 1 February. However, as a result of inconsistencies in printing quality, the set was reprinted in its entirety.

Denominations	30 cents	800 000
	90 cents	700 000
and	F.s. 0,80	700 000
	F.s. 1,40	700 000
quantities:	S 5	900 000
	S 10	900 000

Size: 41 mm x 26 mm

Perforation: 13 3/4

(United States equivalents - F.s. 0,80: 57 cents; F.s. 1,40: 99 cents; S 5: 44 cents; S 10: 87 cents - subject to exchange rate fluctuation.)

2. The sheets of 50 stamps will be vertical.

3. Two definitive stamps will also be issued on 11 September 1991, in denominations of 30c and 50c. The 30c stamp, from a photograph by Unmesh, shows the United Nations flag fluttering in the breeze. It was adapted as a stamp by Rocco J. Callari. Both are United Nations staff members. The stamp was printed in offset lithography by Joh. Enschede en Zonen, Netherlands. The 50c stamp reproduces "The Golden Rule" by Norman Rockwell, United States of America, which depicts people of different nationalities standing together, with the words "Do unto others as you would have them do unto you" inscribed on it. The mosaic was a gift from the United States to the United Nations on the occasion of its fortieth anniversary. The work was adapted as a stamp by Robert J. Stein, a United Nations staff member, from a photograph taken by Andrea Brizzi, Italy. The stamp was printed in Switzerland by Helio Courvoisier, S.A.

Denomination	Initial quantities	Size	Perforation
30 cents	2 000 000	36 mm x 26.1 mm	13 1/4 x 13 3/4
50 cents	2 000 000	28.6 mm x 39.2 mm	11 3/4

/...

4. The 30c sheet is vertical, while the 50c sheet is horizontal.

5. Both sheets will have 50 stamps.

6. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachet ONLY.

7. Members of delegations and the staff may obtain the new stamps and first-day cancellations on Wednesday, 11 September, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

UNITED
NATIONS

ST

Secretariat

ST/IC/1991/47
8 August 1991

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: CATERING SERVICES

1. The new contract between the United Nations and the catering service provides for an increase in prices of several items, effective 1 April each year, if there is an upward movement of 5 per cent or more in the respective calendar year, or an accumulation of movements since the last increase of the consumer price index (CPI) for New York City, published by the United States Bureau of Labor Statistics. The maximum increase in any one period is 5 per cent. In January 1991, the CPI rose by 5.8 per cent, which now allows for a price increase of 5 per cent.

2. However, upon the recommendation of the Staff/Management Catering Committee, the United Nations has negotiated with the catering service to exclude several items, such as coffee, tea, fruit, bread, muffins and rolls, as well as non-alcoholic beverages, from any price increase up to 1 April 1992. Thereafter, prices for these items will be increased only every other year.

3. Furthermore, the catering service has agreed that prices in the Staff Cafe will not be increased before 1 April 1992. Thereafter, prices may be adjusted in accordance with the provisions mentioned in paragraph 1.

4. After consultation with the catering service, prices in the staff catering facilities at Headquarters will be adjusted effective Thursday, 15 August 1991, and will remain in effect up to 31 March 1992. Owing to the effective date of increases as specified in the contract, the present price increase has, therefore, been delayed by four and a half months.

5. In accordance with the new arrangements of the catering contract outlined above, the following prices of the menus served in the staff catering facilities will apply:

(a) Breakfast items:

Muesli with milk	$1.20
Coffee, decaffeinated coffee, tea (small)	$0.55
Croissant, brioche	$0.90
Muffin	$0.75

(b) Lunch and dinner items:

The three-tiered price structure established for the hot entrees offered daily in the staff cafeterias will be priced at $2.40, $3.20 and $3.95 respectively.

Other items will be priced as follows:

Soup (cup/bowl)	$0.70/$0.95
Cold made-to-order sandwiches	$1.75 to $2.15
Hot deli sandwiches	$2.40 to $2.70
Hamburgers	$1.55
French-fried potatoes (small/large)	$0.70/$0.95
Onion rings	$0.90
Salads from the bar (small/large)	$1.40/$3.05
Pasta	$3.35/$5.45
Pizza (slice/small/medium/large):	
Plain	$1.30/$2.90/$7.60/$10.00
Extra cheese	$2.00/$4.65/$9.45/$11.55
Honey-dip chicken	$3.00
Vegetables	$0.70

Desserts will range from $0.65 for fresh fruit to $1.85 for pastries and cakes.

UNITED NATIONS

ST

Secretariat

ST/IC/1991/48
15 August 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: HOST COUNTRY TRAVEL REGULATIONS*

1. The Secretary-General has received from the United States Mission to the United Nations a note verbale dated 1 August 1991 advising on changes in procedural requirements for private travel in the United States undertaken by staff members of Bulgarian nationality and their dependants.

2. According to the note, the persons concerned, effective immediately, "will enjoy unrestricted travel within the United States".

3. The Secretary-General, in his reply of 9 August 1991, welcomed this decision by the host country. However, in view of the fact that similar restrictions still remain in force with respect to staff of certain other nationalities, the Secretary-General reiterated his position of principle concerning discriminatory treatment, by the host country, of members of the Secretariat solely on the basis of their nationality. The hope was expressed that all such previously imposed restrictions will be removed as soon as possible.

4. Copies of the two notes verbales are set out in annexes I and II to the present circular.

5. The existing arrangements for official travel will remain unchanged and will be made in the usual manner.

---

* Personnel Manual index No. 13019/D.

Annex I

NOTE VERBALE DATED 1 AUGUST 1991 FROM THE UNITED STATES MISSION TO THE UNITED NATIONS ADDRESSED TO THE SECRETARY-GENERAL

The United States Mission to the United Nations presents its compliments to the Secretary-General of the United Nations and wishes to inform the Secretary-General of changes in procedural requirements for travel in the United States.

Effective immediately all Bulgarian employees of the United Nations and their dependants will enjoy unrestricted travel within the United States. In practice this means that these individuals will no longer be required to obtain hotel or campground accommodations, air, train or bus tickets, or car rentals from the Office of Foreign Missions (OFM) for travel in the United States. Furthermore, these individuals will no longer have to notify the United States Mission in writing of any travel beyond the 25-mile radius of Columbus Circle in New York City.

Annex II

NOTE VERBALE DATED 9 AUGUST 1991 FROM THE SECRETARY-GENERAL ADDRESSED TO THE UNITED STATES MISSION TO THE UNITED NATIONS

The Secretary-General of the United Nations presents his compliments to the United States Mission to the United Nations and has the honour to refer to the latter's note verbale of 1 August 1991 concerning changes in procedural requirements for travel in the United States for Bulgarian nationals working at the United Nations Secretariat.

According to the note, "effective immediately all Bulgarian employees of the United Nations and their dependants will enjoy unrestricted travel within the United States".

The Secretary-General welcomes this decision by the United States. However, the Secretary-General regrets that similar restrictions continue to be in force with respect to staff members of other nationalities. In this connection, the Secretary-General wishes to reiterate his well-known position of principle concerning discriminatory treatment of United Nations staff solely on the basis of their nationality and express the hope that all remaining restrictions will be removed by the host country as soon as possible.

The existing arrangements regarding official travel in the United States of United Nations personnel remain unchanged and will be made in the usual manner.

UNITED
NATIONS

ST

Secretariat

ST/IC/1991/49
23 August 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: WORKING HOURS*

1. From Tuesday, 17 September 1991, until the last day of the forty-sixth session of the General Assembly, the normal working hours at Headquarters will be 9.30 a.m. to 6 p.m., as provided in staff rule 101.2 (a).

2. Heads of department or office may authorize an alternative schedule of 9 a.m. to 5.30 p.m. for staff of their department or office, or of any major division, if this is more suitable to meet the needs of that particular service. Essential services must be maintained at all times to fulfil the meeting requirements of the General Assembly.

3. From the day following the last day of the forty-sixth session of the General Assembly, the normal working hours will be 9 a.m. to 5 p.m. or 9.30 a.m. to 5.30 p.m., as the case may be, until further notice.

---

* Personnel Manual index No. 1230.

91-27457 2573h (E)

UNITED
NATIONS

ST

Secretariat

ST/IC/1991/50
6 September 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS STAFF RELIEF COMMITTEE FOR THE VICTIMS OF THE MOUNT PINATUBO ERUPTION IN THE PHILIPPINES

1. The continuing eruption of Mount Pinatubo in the Philippines, which began on 9 June 1991, has killed at least 500 persons, injured hundreds more and rendered 250,000 homeless. Property damage and related reconstruction costs are estimated at more than $US 500 million. Ash falls have disrupted daily life, business and communications and mud flows unleashed by tropical storms continue to destroy life and property.

2. To allow staff to assist the victims of the disaster through cash contributions, the Secretary-General has authorized a Secretariat-wide collection starting on 16 September 1991. The Secretary-General has also approved the creation of a United Nations Staff Relief Committee for the Victims of the Mount Pinatubo Eruption in the Philippines to organize and coordinate all collection efforts. The Committee includes the following staff members: Leocadio F. Dioso (Chairman), Jessie Rose Mabutas (Treasurer), Filipina Tatlonghari (Secretary), Gail Bindley-Taylor (United Nations Staff Union), Susan B. Fagan (United Nations Children's Fund (UNICEF) Staff Association), Cecilia Corpus and Victoria Rasalan (UNDP/UNFPA Staff Association), Myrna Anover, Josefina N. Enríquez, Nicanor Feliciano, Lina Jacinto, Rosie T. Martínez, Isolda Oca, Rómulo Páez, Victoria Pangilinan, José Peñaflor, Cynthia Planas and Andrew Villanueva.

3. The collection will be made by authorized staff members on behalf of the Committee. Contributions by cheque can be handed personally to one of these staff members or mailed to the Committee Treasurer, Mrs. Jessie Rose Mabutas, United Nations, Room DC1-2680B, New York, N.Y. 10017. Cheques should be made payable to "UNDRO/Mt. Pinatubo".

91-28861 2868b (E)

UNITED
NATIONS

ST

Secretariat

ST/IC/1991/51
9 September 1991

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: ARRANGEMENTS FOR ADMISSION TO PREMISES, TRAFFIC, DELIVERIES, CATERING FACILITIES AND COMMERCIAL OPERATIONS FOR THE FORTY-SIXTH SESSION OF THE GENERAL ASSEMBLY

1. The purpose of the present circular is to inform staff members of the arrangements that will be in effect at Headquarters during the forty-sixth session of the General Assembly for admission to premises, traffic, deliveries, catering facilities and commercial operations.

Admission to the Headquarters buildings and access to restricted areas

2. Staff will be admitted to the United Nations premises only upon presentation of valid United Nations Headquarters identification (grounds) passes. Staff members are reminded that, for security reasons and upon instructions of the Secretary-General, identification passes MUST be worn at all times and in a clearly visible manner while inside the premises. It is the responsibility of staff members to ensure that their passes are current. Expired passes will be replaced by the Pass and Identification Unit (room GA-100) upon presentation of an application signed by departmental executive/administrative officers. Staff members who have forgotten their identification passes will be directed to the 46th Street (visitors') entrance, where they can obtain a day pass at the information desk in the lobby of the General Assembly Building.

3. The second floor of both the General Assembly and the Conference Buildings will be reserved for the use of members of delegations, staff members having official business in that area and accredited members of the information media. Proper identification of such individuals will be required. Accredited photographers and television film crews must be

accompanied by a Liaison Officer of the Department of Public Information onto the second floor restricted areas. In order to gain access to the second floor, including the North Lounge and the General Assembly, authorized staff members must be in possession of either an identification pass with a gold background or any other valid United Nations pass, together with a restricted-area pass. Bearer passes will be issued under arrangements made through departmental executive offices. Identification passes and restricted-area bearer passes must be worn in a visible manner and are subject to verification by Security Officers.

4. The South Lounge on the second floor of the Conference Building (but not the adjoining Security Council Lounge) is open to staff members when the Security Council is not in session.

5. Staff members are reminded of the existing arrangements which require that persons without a United Nations identification pass who wish to gain access to the premises on business must enter through the 46th Street gate (visitors' entrance) and then pass through the security screening area prior to requesting admission to the Secretariat Building. At the information desk, an inquiry will be made as to whether the official to be visited wishes to receive a visitor. If so, the Security Clearance Officer will issue the appropriate pass after obtaining a piece of personal identification from the visitor. The personal identification will be returned to the visitor upon departure from the building. During peak periods of the General Assembly, staff members are asked to restrict visits by outside persons to those involving official business matters. They will be held responsible for their visitors, whom they will receive and escort back to the public area in the General Assembly lobby. Staff members will NOT bring visitors into the premises through the Secretariat entrance but only through the 46th Street gate. Guests of staff members will not be permitted in the restricted areas.

6. Further, it may be necessary during peak periods to limit participation in club and recreation group activities on the premises to staff members and others holding valid identification passes. The Ex-Press Bar will not be used for parties during the session of the General Assembly. Whenever possible, the Buildings and Commercial Services Division will endeavour to find alternative arrangements. Members of the staff are encouraged to hold retirement and other office parties in their respective offices.

7. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the conference rooms and General Assembly Hall upon presentation of their identification passes. On certain days, special arrangements may be in effect. It may also be necessary from time to time to suspend public tours in the building.

Traffic in the Secretariat Circle

8. Owing to the volume of traffic, staff members are requested not to join car pools in the Secretariat Circle but to do so in the garage. Staff members who normally arrange to have family or friends meet them in the Secretariat

Building to join a car pool from the United Nations garage must make arrangements to meet them outside the United Nations premises. Staff members arriving and departing by taxi will have to be dropped off and picked up outside the 43rd Street entrance. Exceptions will be made for disabled persons upon appropriate certification by the Medical Service.

Parking

9. Parking in the garage will be limited to regular garage users who are in possession of valid parking authorizations. All holders of valid parking permits must ensure that they are prominently displayed and readily visible to Security Officers at entry points and while the vehicles are on the premises. Vehicles not having or displaying a valid permit, sticker, ticket or other symbol of parking entitlement are liable to be towed off the premises for security/safety reasons. Car pools with non-staff members will be required to discharge those passengers before entering the service drive.

10. Only delegation vehicles for which permission has been granted to park on the first garage level and southern end of the second level will be permitted to use the ramp between the first and second garage levels. All other vehicles will be required to enter/exit the garage via the 48th Street entrance and to avoid the use of the Secretariat Circle.

11. The 42nd Street service entrance will be open for two-way traffic between 8 a.m. and 7 p.m., Monday through Friday.

Delivery and pick-up of packages

12. Current procedures require that as a rule, official deliveries be made only at the loading platforms in the third basement. External messengers making deliveries of small official packages to the Secretariat will be required to enter through the visitors' entrance in the General Assembly Building and pass through the screening area, where packages will be examined and cleared by Security Officers. Messengers will then be directed to the reception desk, where the information assistant will contact the office of destination and request that a staff member come to accept delivery of the package. Under no circumstances will external messengers be permitted beyond the reception desk area to make deliveries or pick-ups. If the office of destination is unable to dispatch a staff member to accept delivery and the recipient's signature is not required, the external messenger will deposit the delivery in a locked drop box in the public lobby. United Nations messengers will retrieve items from this box periodically during the day and make deliveries to the recipient office. Under no circumstances may packages exceed 35 pounds or 15.9 kilograms. If delivery by an external messenger requires a signature, it will be necessary for the recipient or a colleague to come to the public lobby to sign for and claim the delivery. No package other than an official package should be delivered to the Secretariat.

13. Briefcases, packages and shopping bags carried by staff members and visitors are subject to inspection by Security Officers. On occasion, it may also be necessary to inspect vehicles. Administrative instruction ST/AI/309/Rev.1 dated 17 February 1984 outlines the authority of United Nations Security Officers in this regard.

Dining room, other catering facilities and commercial operations

14. The hours of service of the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members wishing to eat in the Delegates' Dining Room are encouraged to make their reservations (ext. 3.7625) for an early (11.30 a.m.-12 noon) or late (2 p.m.) sitting, since the demand at 1 p.m. is usually heavy.

15. Staff members whose lunch hour is not determined by the schedule of meetings are urged not to use the cafeteria when it is most crowded between 12.45 and 1.45 p.m. It is strongly recommended that they eat in the cafeteria at an early (11.45 a.m.-12.45 p.m.) or late (1.45-2.45 p.m.) sitting. Alternatively, they should use other luncheon facilities in the following areas: Staff Cafe on the fourth floor, UNCA Club on the third floor, Vendery on the third floor of the General Assembly Building, Coffee Shop in the first basement of the General Assembly Building (visitors' area) and the cafeteria on the third floor of the UNDC-1 Building. Please note that for the duration of the General Assembly, the Vendery will be relocated from the fourth floor of the Conference Building to the Ex-Press Bar area on the third floor of the General Assembly Building.

16. The following hours of operation will be in effect during the forty-sixth session of the General Assembly:

17 September to 31 December 1991

Cafeteria (Secretariat Building - first floor)

Monday-Friday	8 a.m.-10 p.m.

UNCA Club (Secretariat Building - third floor)

Monday-Friday	10 a.m.-2.30 p.m.

Staff Cafe (Conference Building - fourth floor)

Monday-Friday	12 noon-3.p.m.
Saturday	9 a.m.-5 p.m.

Vendery (General Assembly Building - third floor)

Monday-Sunday	Open 24 hours

South Lounge (Conference Building - second floor)

Monday-Friday	11 a.m.-7.30 p.m.

North Lounge Snack Bar (Conference Building - second floor)

Monday-Friday	11 a.m.-7.30 p.m.

Delegates' Dining Room (Conference Building - fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Coffee Shop (General Assembly Building concourse - first basement)

Monday-Sunday	8.30 a.m.-4.30 p.m.

Viennese Bar (General Assembly Building - first basement)

Monday-Friday	10 a.m.-5 p.m.

UNDC-1 Cafeteria (third floor)

Monday-Friday	8 a.m.-4.30 p.m.

UNICEF Cafeteria (UNICEF House - first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Gift Centre (General Assembly Building concourse - first basement)

Monday-Sunday	9 a.m.-5.15 p.m.

UNPA Stamp Counter (General Assembly Building concourse - first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building concourse - first basement)

Monday-Saturday	9.30 a.m.-5 p.m.
Sunday	10 a.m.-5 p.m.

Automobile Service Station (South service entrance - third basement)

Monday-Friday	8.30 a.m.-5.30 p.m.